



PLANT TEAM LEADER

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex technical and administrative duties involved in leading a team of staff, and participating in the work involved in the production of the City's safe drinking water supply; to coordinate water treatment related activities and projects and act as primary contact for information and project status; and to identify, analyze and resolve problems related to daily water treatment operations and maintenance.

Supervision Received and Exercised:

Receives general supervision from the Plant Operations Administrator, the Transmission and Collection Administrator, or other management staff.

Supervises multi-skilled plant staff in such areas as electrical, mechanical, operations and instrumentation and control.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish methods, parameters and schedules for operation and maintenance activities; implement policies and procedures; facilitate and participate in team member's performance evaluations.
- Evaluate operations and activities in assigned areas of responsibility; perform critical analysis of methods and procedures and recommend improvements and modifications.

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- Coordinate and assist in the implementation and coordination of plant facilities and equipment for needed maintenance and repairs and preventative maintenance.
- Coordinate maintenance activities with operations and other support staff to minimize disruption and costs. Direct and monitor computerized maintenance management system.
- Operate the treatment plant and perform maintenance tasks as needed.
- Obtain and provide support for water treatment plant staff during critical events such as high turbidity, equipment or component failure, or other source water quality problems.
- Inform water treatment plant staff of process changes and adjustments as required to meet variable conditions as directed by the Control Center Supervisor.
- Represent water treatment plant staff to outside groups, other city divisions, water users, customers, and business partners.
- Assist and coordinate staff training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills and trades.
- Monitor water quality goals and parameters to ensure optimal treatment practices and results.
- Provide input to a daily work plan based on changing conditions and priorities; monitor status of work activities, projects and programs.
- Respond to general inquiries from the public and other city departments.
- Participate in the selection and training of staff; prepare payroll records, provide or coordinate staff training, work with employee to correct deficiencies; implement discipline procedures and conduct PDP's.
- Meet with vendors and produce/service providers as required.
- Track chemical and spare parts inventory; assist with the procurement of materials and supplies.
- Maintain records of water quality performance, operator logs and maintenance repair history.

Effective February 2000

Revised March 2001

Revised July 2001 Range adjustment

Revised April 2002 Certifications

Revised July 2006

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- Direct participation in safety programs such as confined space entry permits, process safety management, calibration of gas detectors, emergency response drills, lockout/tag out and MSDS.
- Provide input in identifying, developing and writing annual team goals as part of the skill based pay team pay bonus.
- Assist in on-the-job training for co-workers in skill blocks in assigned core job.
- Provide necessary time and training to skill based employees pursuing skill block.
- Coordinate and facilitate ADEQ and OSHA compliance issues.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in large water or wastewater plant operations and related systems as appropriate to assignment.

Training:

Equivalent to completion of twelfth grade supplemented by specialized training in maintenance engineering, water treatment technology or project management

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate valid Arizona driver's license.

Assignments in plants: Possession of the Grade III Water and ability to obtain Grade IV Water or the Grade IV Wastewater (as appropriate to the assignment) treatment certificate issued by the State of Arizona.

Assignments in field sites: Possession of the Grade III Water Distribution and ability to obtain Grade IV Water Distribution and the Grade IV Wastewater Collection Operator certificates issued by the State of Arizona.

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This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 8250

FLSA: Non-Exempt

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